



BOARD OF DIRECTORS MEETING

A meeting of the Board of Directors on July 21st at x:xx pm at PSA and via webex

I. Administrative

a. Meeting call to order at

b. Board Members Roll Call

- Mark Bowden
- John Mulvey
- Melissa Knight
- Kim Shultz
- Bryan Coppage
- Faith Bongiorno
- Cynthia Hall
- Patrick O’Neill
- Jason Colonna
- Corrigan Rutherford [Ex-Officio]
- Joel Baughman [Ex-Officio]
- Destiny Grant [Ex-Officio]
- Amber Speights [Ex-Officio]
- Tony Chatfield [Ex-Officio]
- Mary Brown [Member Elect]
- Mary Blunt [Member Elect]
- Liliana Hudescu [Member Elect]

c. Non-Board Members Roll Call

- Keith McElveen [Foundation]
- Bernadette Brogan [Faculty Liaison]
- John Warder [PCA]
- Additional: Rachel Crafton

d. Mission Statement: Palmetto Scholars Academy (PSA) exists to meet the distinctive academic, social, and emotional needs of students by utilizing best practices of gifted education.

e. Acceptance of Minutes from last meeting approved

f. Public Comment

i.

II. New Business

- a. Approve May Financials
- b. Policy PSA-GOV009.0 Executive Session (Closed) Meetings – recommendation from Policy & HR Committee (attached below)
- c. Policy PSA-GOV011.0 Governing Board Records – recommendation from Policy & HR Committee (attached below)
- d. Revision to 6/16 Resolution to create Re-entry Sub Committee: Added three sub committees to the structure to enable them to complete separate projects. Text attached at bottom of email.
- e. Plan for re-entry to school due August 1st



- i. Re-Entry Sub Committee recommendations
- ii. Revision of 6/16 Resolution to Form Re-Entry Sub Committee to include Curriculum, Operations, and Safety/Facilities Sub Committees
- iii. Governor's announcement on School opening
- f. 2020/2021 Board Meeting Calendar
 - i. Regular meetings generally scheduled on 3rd Tuesday of each month
 - ii. Special meeting that occurred on July 8th included
 - iii. Special meeting on July 29th added for Board to approve re-entry to school plan (due to district and DOE on August 1st)
 - iv. August Regular Meeting moved back 1 week to de-conflict with first day of school

III. Old Business

- a. PADEPP Principal Evaluator Training.
 - i. 3 Board members needed to attend training for evaluating Principals
 - ii. Available dates 7/15, 7/20, 8/10, 8/31
 - 1. Kim to attend in August
 - 2. Faith to attend in August
 - 3. Jason to attend in August
 - 4. Liliana to attend, no specific date
- b. Joel Baughman to Review Cash Management practices for the school in general, the Athletic Department, and Academic Clubs
- c. Advanced Board Training with Public Charter School Alliance of South Carolina - Cancelled
- d. Rescheduled events:
 - i. Prom – Cancelled
 - ii. Graduation – July 31st at PSA Gym
- e. Status of signed Confidentiality Statements
- f. Process for approving on campus activities
 - i. Liability waivers for athletes and coaches – reviewed by attorney
 - ii. Process documentation for coaches to follow
 - iii. General return to campus process document in work

IV. Principals Report – Corrigan Rutherford

- a. Formal Principals Report at end of document

V. Report from Foundation

- a. Received 2nd funding installment
- b. 2nd Friday of the month proposed as regular meeting date of Foundation Board
- c. In discussions with existing Charter school regarding use of land

VI. Committee Reports

- a. Policy & Human Resources Destiny (Kim)
 - i. Committee met on 6/23 and 7/14 to work on policies
 - 1. Initial focus on nine Governance Policies from PCSASC templates
 - 2. Received nine policies necessary for school operations in the Pandemic environment from Re-Entry Sub Committee as priority policies to be completed
 - 3. Kim to contact PCSASC and Tyler Turner to determine if examples of the nine policies already exist



4. Committee members assigned work on 5 highest priority policies to be completed by 7/22
 - b. Human Resources Sub Committee Corrigan (Kim)
 - i. Met 7/16
 - 1.
 - c. Development & Fundraising Faith
 - i. Will schedule meeting after next week
 - ii. Need survey information on grant writing skills
 - iii. Identifying “targets” to fundraise for
 1. Contact at Google for Chromebooks grant – currently paused due to COVID
 2. Volvo Community Grant due June 5th
 - iv. Identifying funding sources and working to ensure efforts do not duplicate PCA
 - v. Recruiting additional individuals with grant writing experience to serve on committee
 - vi. Amber to assist with DoE grant
 - d. Military Bryan
 - i. Chris Gerry and MSG Commander met with representatives from Turner & Caudell to brief him on the SCHSL lawsuit.
 - ii. Base Public Health Working Group – base is opening up, fitness open for military only, child center open Monday, progressing towards normal operations
 - e. Nominating Cynthia
 - i. Committee met on 6/10 to review some summer tasks related to evaluating Board candidates
 1. New Project: Job Descriptions for Committee Chairs
 2. New Project: Rubric for evaluating Board Candidates
 3. New Project: Board Self Evaluations
 - f. Facilities Jason
 - i. Evaluation of existing facility needs
 - ii. Several Landscaping bids received, working on selection
 - iii. Custodial “checklist” in work to better define the regular maintenance requirements
 - iv. Need to confirm remaining warranties in force for building and systems
 - g. Communications John
 - i. Did not meet
 - h. Academic Excellence Amber (Mark)
 - i. Did not meet in June
 - ii. Draft completed of Middle School Survival Guide and High School Course Guide to help define what makes PSA a unique school and to communicate that to new students
 - iii. Looking for Mentors for Capstone Projects
 1. Goal is for every Board member to secure 5 Mentors
 2. A list of topics/areas of interest will be provided to the Board
 - i. Reentry Sub Committee Rachel (Mark)
 - i. Recommendations
 - j. Grievance Melissa
 - i. Did not meet
 - k. Ad Hoc Committee on Transportation John
 - i. Reviewed potential costs for In-House option versus School Wheels



- ii. Surveys to determine extent of need

VII. Executive Session

- a. Legal Matter: Update on CHSL Rule Changes Lawsuit
- b. Legal Matter: Employment Practices Liability Insurance
- c. Legal Matter: Law Firm specializing in Charter Schools
- d. Personnel Matter: Executive Performance Evaluations

VIII. Action Items

- a. Motion to approve May Financials as presented
 - i. Made by:
 - ii. Second by:
 - iii. Vote:
- b. Motion to approve policy PSA-GOV009.0 Executive Session (Closed) Meetings as presented
 - i. Made by:
 - ii. Second by:
 - iii. Vote:
- c. Motion to approve policy PSA-GOV011.0 Governing Board Records as presented
 - i. Made by:
 - ii. Second by:
 - iii. Vote:
- d. Motion to approve revision to 6/16 Resolution to form Re-Entry to School Sub Committee to include subordinate committees
 - i. Made by:
 - ii. Second by:
 - iii. Vote:

IX. Adjournment at x:xx pm

Your Governing Board



Principal's Report June Board Meeting

To be added to minutes



PSA Board and Administration Summer Priorities

Board member commitments to support summer priorities

Committee	Board Members	Leading Projects
Policy & HR	Kim Shultz Mary Blunt Liliana Hudescu	Destiny Grant
Academic Excellence	Mark Bowden Mary Brown Liliana Hudescu Faith Bongiorno	Amber Speights
Finance	Kim Shultz Patrick O'Niell Joel Baughman Liliana Hudescu	Patrick O'Neill
Re-Entry Committee	Mark Bowden Patrick O'Niell Liliana Hudescu	Rachel Crafton

Projects	Board Members	Leading Projects
Charter Review	Kim Shultz Mary Brown	Kim Shultz
Orientations	Mary Brown Faith Bongiorno Melissa Knight	Faith Bongiorno



Policy Title: Executive Session (Closed) Meetings

Policy Number: PSA-GOV009.0

Date Reviewed by Administration: 07/14/2020 (D. Grant)

Date Approved by PSA Board: MM/DD/YYYY

Stand Alone or Handbook: Employee Handbook
 Student/Parent Handbook
 Stand Alone Policy

Policy:

Executive (Closed) Session Meetings

The Board of Palmetto Scholars Academy adopts the following policy, effective on the date of adoption by the Board. This policy establishes expectations for conducting executive (closed) session meetings.

SECTION 1. Purpose of Executive (Closed) Session Meetings

SECTION 1.1. The Governing Board acknowledges its responsibility to complying with the provisions of South Carolina's Freedom of Information Act

SECTION 1.2. Pursuant to the exceptions enumerated by the Freedom of Information Act, the board may find it necessary to close a portion of its meeting in order to discuss matters directly related to the exceptions enumerated in law Executive (closed) sessions shall comply with all laws pertaining to the actions of public policy-making bodies.

SECTION 1.3. Pursuant to South Carolina's Open Meetings Act, the Board may call an executive (closed) session to discuss the following matters in accordance with S.C. Code Ann. SECTION 30-4-40 est.:

1. To review an appeal from a Student Disciplinary Tribunal [Hearing Officer, Panel]; (S.C. Code Ann. SECTION 59-63-240.)
2. To consider a matter involving the disclosure of personally identifiable information from a student's educational records; (20 USC 1232g.)
3. To discuss the future acquisition of real estate; (S.C. Code Ann. SECTION 30-40(5))
4. To discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee; (S.C. Code Ann. SECTION 30-40(6))
5. To consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the school district or an officer or employee or in which the officer or employee may be directly involved; (S.C. Code Ann. SECTION 30-40(2))



SECTION 2. Executive (Closed) Session Protocol

SECTION 2.1. The specific reasons for closure of a public meeting shall be recorded in the official minutes of the Board.

SECTION 2.2. Meetings shall not be closed to the public except by a majority vote of a quorum present for the meeting.

SECTION 2.3. The minutes shall reflect the names of the members present and the names of those voting for closure

SECTION 2.4. The minutes shall reflect the reason for executive (closed) session.

SECTION 2.5. Board resolution shall not be conducted in executive (closed) session. All voting shall be conducted in a public board meeting.

SECTION 2.6. Confidentiality

SECTION 2.6.1. The confidentiality of an executive session is a tool to be used by the Board to have open and frank discussions regarding sensitive issues and is intended to protect the innocent and assure confidentiality about sensitive matters. Violations of the confidentiality of an executive session is an offense subject to disciplinary action in accordance with Bylaws Section 4.15.

SECTION 2.6.2. Palmetto Scholars Academy requires all trustees, committee members, and guests invited to attend executive session to sign a confidentiality statement acknowledging the policy of confidentiality and agreeing to abide by the requirements of the policy.

Procedure:

No procedure needed for this policy

Effective Date: MM/DD/YYYY

Revision Record

Revision	Purpose	Date
0.0	Original form created by Policy and HR committee approved by Board of Directors	MM/DD/YYYY

Policy Title: Governing Board Records



Policy Number: PSA-GOV011.0

Date Reviewed by Administration: 07/14/2020 (D. Grant)

Date Approved by PSA Board: MM/DD/YYYY

Stand Alone or Handbook: Employee Handbook
 Student/Parent Handbook
 Stand Alone Policy

Policy:

Governing Board Records

The Board of Palmetto Scholars Academy adopts the following policy, effective on the date of adoption by the Board.

This policy establishes provisions for maintaining official Governing Board records.

SECTION 1. Custody of Records

SECTION 1.1. All official records of the Governing Board shall be kept and safeguarded by the Principal who shall also be responsible for the safekeeping of all official papers, including titles, contracts, obligations, and other documents which belong to the Board or pertain to its business.

SECTION 2. Records Availability for Inspection

SECTION 2.1. Governing Board records such as official minutes of the Board, its written policies, and its financial records shall be open for the inspection of any member of the community desiring to examine them during school hours.

SECTION 2.1.1. Official minutes of the Board shall be stored electronically and available via a public facing web site for inspection by any member of the community.

SECTION 2.1.2. Official minutes of Board Committees shall be stored electronically and available via a public facing web site for inspection by any member of the community.

SECTION 2.1.3. Board approved policies for the school shall be stored electronically and available via a public facing web site for inspection by any member of the community.

SECTION 2.1.4. Financial records of the Board shall be open for the inspection of any member of the community desiring to examine them during school hours.

SECTION 2.2. Board Records pertaining to individual students or staff members shall not be released for inspection by the public or any unauthorized persons, either by the Principal or other persons responsible for the custody of confidential files.



SECTION 2.3. Upon receipt of a request, in accordance with SC Code of Laws Title 30-4 the Administration and/or the Board must respond to a request for records within 10 working days, except Saturdays, Sundays, and legal Public Holidays.

SECTION 2.3.1. If the Administration/Board determines that a request for records falls under exemptions outlined in SC Code of Laws Title 30-4-40 the requestor will be notified of that determination within 10 working days of receipt of the request.

SECTION 2.3.2. The Administration/Board will establish a fee schedule for the search, retrieval, or redaction of records pertaining to public records requests. The fee schedule will be posted online for public viewing.

SECTION 2.3.3. Requested documents not already available to the public electronically shall be produced as hard copies and the requestor is responsible for picking up documents in person. Documents will not be released until fees associated with the search, retrieval, or redaction of records are paid in full.

SECTION 3. Records Retention

SECTION 3.1. Records retention of Governing Board records shall follow the school’s records retention schedule, which is compliant with state records retention mandates.

Procedure:

No procedure needed for this policy

Effective Date: MM/DD/YYYY

Revision Record

Revision	Purpose	Date
0.0	Original form created by Policy and HR committee approved by Board of Directors	MM/DD/YYYY



2020/2021 Board Meeting Calendar

July 8 th , 2020	Special Meeting
July 21 st , 2020	Regular Meeting
July 29 th , 2020	Special Meeting for approving re-entry to school plan (August 1 st deadline to district)
August 25 th , 2020	Regular Meeting
September 15 th , 2020	Regular Meeting (Organizing meeting for new Board term of office)
October 20 th , 2020	Regular Meeting
November 17 th , 2020	Regular Meeting
December 15 th , 2020	Regular Meeting
January 19 th , 2021	Regular Meeting
February 16 th , 2021	Regular Meeting
March 16 th , 2021	Regular Meeting
April 20 th , 2021	Regular Meeting
May 18 th , 2021	Regular Meeting
June 15 th , 2021	Regular Meeting



Revised Resolution of the Palmetto Scholars Academy Board of Directors

Regarding: Navigating the requirements for preparation of the PSA facility and necessary adjustments to educational program at PSA to prepare for re-entry of students to school at Palmetto Scholars Academy

Concerning:

Ensuring the school facility and academic program adhere to best practices of health and comply with governmental requirements following the COVID-19 Pandemic.

WHEREAS, Palmetto Scholars Academy is a South Carolina Charter School formally authorized under the South Carolina Charter Schools Act of 1996; and

WHEREAS, An identified need exists to coordinate the official actions and response of the Board, Administration, and Faculty of Palmetto Scholars Academy across multiple committees and areas of responsibility; and

WHEREAS, The Palmetto Scholars Academy Board has determined that a special Ad Hoc Committee is required to coordinate this activity; and

WHEREAS, The Administration of Palmetto Scholars Academy has determined that professional Healthcare leadership is an area of need for the organization at this time; and

WHEREAS, The Board deems it necessary to create an Ad Hoc Committee responsible for Pandemic related health issues; and

THEREFORE, be it resolved, the following:

The Board of Directors hereby expresses its desire to create the Ad Hoc Committee for Re-Entry to School; and further

The Re-entry Sub Committee will consist of the School Nurse, at least one Board member, and at least one well-qualified Parent, and further

The Re-entry Sub Committee will include a Curriculum, Instruction, and Technology Sub Committee, and further

The Re-entry Sub Committee will include an Operational Sub Committee, and further

The Re-entry Sub Committee will include a Building and Student Safety Sub Committee, and further

Mark Bowden, Liliana Hudescu, and Patrick O’Niell have agreed to serve as the Board representatives on the Ad Hoc Committee; and further

Rachel Crafton has agreed to serve on this Ad Hoc Committee as the Chair and to recruit additional committee members as needed based on their professional qualifications; and further

HEREBY RESOLVES to appoint the above listed individuals to the Sub Committee and to hold such office until the school year term ends on May 31st, 2021.



Revised this 21st day of July, 2020.

Directors	Yea	Nay
Kim Shultz (Chair)		
Mark Bowden (Vice Chair)		
John Mulvey (Secretary)		
Patrick O'Neill (Treasurer)		
Melissa Knight		
Bryan Coppage		
Cynthia Hall		
Faith Bongiorno		
Jason Colonna		

Vote Total:		
Date of Vote:		